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Guidelines for the development of the 1-year plus one summer session type program and the 2-year associate degree program are presented under the following headings: (1) Technical Course Content, (2) Faculty, (3) Affiliated Accredited Hospitals, (4) Organization of Program, (5) Curriculum, (6) Recommendations for Non-Technical Courses, (7) Hours for Supervised Learning Experience, (8) Major Considerations, and (9) Suggestions for Planning. The program director should be a Registered Medical Record Librarian. A ratio of one professional faculty member to about each 10 to 12 students is recommended. For the 1-year program, courses are recommended in English, anatomy and physiology, medical terminology, medical record science, typing or secretarial practice, mathematics, machine transcription, and physical education. For the 2-year program, courses are also recommended in psychology, sociology, history, and speech; there is additional work in medical record science and provision for an additional elective course. Directed practice in a hospital medical record department should be included in both types of programs. Outlines of 2-year programs at colleges in California and Minnesota are included. (JK)

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GUIDELINES FOR THE DEVELOPMENT OF MEDICAL RECORD TECHNICIAN PROGRAMS IN JUNIOR COLLEGES

Approved by the
Education and Registration Committee
American Association of Medical Record Librarians

The rapidly increasing scope and variety of vocational programs offered by junior colleges throughout the country, together with the expressed interest of many of these institutions in developing additional kinds of vocational educational programs, have resulted in requests for guidelines for organizing training programs for hospital personnel, including medical record technicians.

This interest on the part of accredited junior colleges should be encouraged as it expresses a need felt in the communities which they serve. So that the medical record profession may benefit by the interest junior colleges have in vocational training for hospital careers, these guidelines have been developed by the Education and Registration Committee, to encourage effective use of these facilities for training medical record technicians. It is particularly important to the profession at a time when many hospitals are finding it necessary to discontinue conducting schools for medical record personnel, because of difficulty in financing them.

The Medical Record Technician Program requirements would seem to be very well suited to inclusion in a junior college curriculum. The formal courses in Anatomy and Physiology, Medical Terminology and Medical Record Science could be taught in accredited junior colleges with required periods of directed practice experience obtained in affiliated accredited hospitals. Junior colleges already engaged in hospital-college cooperative training programs for other categories of hospital personnel, both technical and professional, would have little difficulty in establishing an additional program for medical record technicians, if medical record librarian faculty members were appointed to teach the professional courses and to coordinate directed practice assignments in the hospitals.

Although a one-year program in Medical Record Technology could be developed for a junior college, we find that these institutions are interested in developing programs that could lead to the two-year Associate in Arts or Associate in Applied Science degree. Therefore, guidelines are developed for two types of programs for medical record technicians - one-year and one summer session, and two-year programs.

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1. TECHNICAL COURSE CONTENT:

(Determined by the requirements of the Essentials for Medical Record Technician Schools -- AMA-AAMRL)

Technical Course Content	Clock Hours in the Essentials	Approximate Credit Equivalent
Medical Terminology	45 hours	3 semester or 5 quarter credits
Anatomy & Physiology	60 hours	4 semester or 6 quarter credits
Medical Record Science		
Lecture -	90 hours	6 semester or 9 quarter credits
Laboratory -	90 hours	3 semester or 5 quarter credits
Medical Record Science (Directed Practice) -	540 hours	9 semester or 12 quarter credits
	TOTAL:	25 semester or 37 quarter credits

2. FACULTY:

Director of the program should be a Registered Medical Record Librarian regularly appointed to the faculty of the junior college, in accordance with usual procedures for faculty appointment. Additional instructors in Medical Record Science, who meet the requirements of the college, may be appointed also, full-time or part-time. Minimum educational and experience requirements for MRT program director are a baccalaureate degree, registration by the AAMRL, and three years experience in Medical Record Science.

College faculty should be sufficient in number to give a faculty-student ratio that is comparable to other on-going programs in the institution. One professional faculty member to 10-12 students would seem to be a reasonable basis on which to plan. A part-time program director for the college would be acceptable until such time as the student faculty ratio required the full-time attention of one person.

3. AFFILIATED ACCREDITED HOSPITALS:

Hospitals selected to participate in the Medical Record Technology programs should be good sized, general hospitals, accredited by the Joint Commission on Hospital Accreditation. The medical record departments should be well organized, under the direction of a Registered Medical Record Librarian, with sufficient staff to permit adequate supervision of students.

The hospital chosen for the primary affiliation site should be large enough to provide a variety of medical care services, and to provide the various kinds of medical record technician practical experience required for students. This would usually be a hospital with a minimum of 4000 patient discharges per year. Medical record departments chosen should provide an opportunity for student practice in all phases of medical record technician work, i. e., stenographic pool, quantitative analysis of medical records, hospital statistics and reports, the coding and indexing of disease and operation, preparation of medical correspondence and medical abstracts, filing of medical records and reports, admitting office experience and preparation of medical records and reports for adjunct departments, such as X-ray, laboratory, and clinical and surgical pathology reports.

4. ORGANIZATION OF PROGRAM:

Either a one-year program of 10 - 11 months duration, or a two-year program leading to an Associate Degree in Arts or Applied Science, could be developed if the required technical courses and practical experience were provided. The basic medical record technician program could be completed in 10 - 11 months, but as many junior colleges prefer to develop technical vocational programs leading to an Associate Degree, a two-year program is also suggested.

One-year Program: 10 - 11 months -- 2 semesters (or 3 quarters) and one summer session. Approximately 32 semester credits and 8 credits for summer session - total 40 credits. Required courses in Medical Record Technology would total 25 semester credits, allowing approximately 15 credits for general education subjects, liberal arts and sciences.

Two-year Program: (leading to an Associate in Arts or Associate in Applied Science Degree in Medical Record Technology). The required Medical Record Technology courses would be taken, plus additional general education courses in line with school requirements or student preference. The summer session between the first and second years could be used for supervised practical work, and practice in affiliated hospitals during the school year could be integrated carefully with the Medical Record Science lecture courses.

5. CURRICULUM:

Planning for one and two-year programs is based on 15 week semesters.

Laboratory Practice: Should be closely coordinated with medical record science lecture, particularly during the first semester medical record science is taught. Introduction to medical record procedures should be carried out through planned laboratory experiences, prior to hospital assignment for directed practice.

Credit assignment for laboratory practice is suggested on a 2-1 basis (2 clock hours per week - 1 semester credit).

Directed Practice: Practice in a hospital medical record department should be planned for the second, third and fourth semesters in which medical record science is taught, after adequate introduction to policies and methods has been accomplished through lecture and laboratory practice. Block assignments of 4 - 6 hours at a time are recommended. At least 6 - 12 clock hours each week should be planned during the last three semesters of a four-semester program.

Credit assignment for directed practice is suggested on a 4-1 basis (4 clock hours per week - 1 semester credit).

ONE-YEAR PROGRAM

First Semester			Second Semester		
English	3 cr.		English	3 cr.	
Anatomy & Physiology	4 cr.		Mathematics	2 cr.	
Medical Terminology	3 cr.		Medical Record Science		
Medical Record Science			Lecture	3 cr.	
Lecture	3 cr.		Laboratory	2 cr.	(60 hrs.)
Laboratory	1 cr.	(30 hrs.)	Directed Practice.	3 cr.	(180 hrs.)
Physical Education	1 cr.		Machine Transcription	3 cr.	
Typing, Secretarial Prac - tice or Electives	2 cr.		Physical Education	1 cr.	
	17 cr.			17 cr.	

Summer Session:

Students could take one 3 credit course in general education during summer session. 10 - 12 weeks of supervised practice (6 hrs. per day - 30 hrs. per week) 60 hrs. of directed practice = 1 semester credit.

10 weeks - 30 hours per week - 300 hours - 5 semester credits
12 weeks - 30 hours per week - 360 hours - 6 semester credits

It is recommended that at least one hour a week during the Summer Session be devoted to a Seminar with the MRT Program Coordinator.

TWO-YEAR PROGRAM

First Semester			Second Semester		
English.	3 cr.		English	3 cr.	
Anatomy & Physiology	4 cr.		Anatomy & Physiology	4 cr.	
Medical Terminology	3 cr.		Machine Transcription	3 cr.	
Introduction to M.R. Science			Medical Record Science		
Lecture	2 cr.		Lecture	2 cr.	
Laboratory.	1 cr.	(30 hrs.)	Laboratory	1 cr.	(30 hrs.)
Typing, Secretarial Prac- tice or Electives.	3 cr.		Directed Practice	2 cr.	(120 hrs.)
Physical Education	1 cr.		Physical Education.	1 cr.	
	17 cr.			16 cr.	

Third Semester			Fourth Semester		
Medical Record Science			Medical Record Science		
Lecture	2 cr.		Seminar	1 cr.	
Laboratory.	1 cr.	(30 hrs.)	Directed Practice	4 cr.	(240 hrs.)
Directed Practice	3 cr.	(180 hrs.)	Sociology	3 cr.	
Psychology	3 cr.		History	3 cr.	
Mathematics	2 cr.		Speech	2 cr.	
Electives	4 cr.		Physical Education	1 cr.	
Physical Education.	1 cr.		Electives.	2 cr.	
	16 cr.			16 cr.	

Summer Session: If school requirements preclude the suggested amount of directed practice during the regular school year, a summer session may be planned between the freshman and sophomore years, in which one or two academic courses could be taken as well as directed practice experience in affiliated hospitals.

6. RECOMMENDATIONS FOR NON-TECHNICAL COURSES:

In a one-year program (10-11 months) 2 semesters and one summer session, with a minimum of 25 semester hours of credit required for the technical courses, a student could still earn 15 semester hours of academic credit in general education subjects. This would be the equivalent of approximately one semester of college work.

The Associate in Arts or Applied Science program would permit wider choice of general education courses. Recommended elective courses would include English Composition and Speech, Secretarial Practice, Mathematics, Ethics, Psychology, Literature. Other Courses as required by the institution, should provide a broad general education - American History, Physical Education, Sociology, Philosophy, Religion.

The division of general education and technical courses might be on the basis of:

40% - 45% General Education Subjects
60% - 55% Specialized Medical Record Science Subjects

DEGREE: None for a one-year program
Associate in Arts or Associate in Applied Science, depending upon the junior college requirements for the two-year program.

7. MEDICAL RECORD TECHNICIAN PROGRAM HOURS FOR SUPERVISED LEARNING EXPERIENCE:

Incorporated in the program for the preparation of medical record technicians should be planned field and laboratory experiences which provide a transition from theory to practice. These activities should include both laboratory practice and "on the job" project assignments, case studies, and similar educational designs which allow for the application of previous and on-going professional learning under the direction of competent instructors and practitioners.

In general, it is recommended that this supervised learning experience be arranged for at least 1 day (6 hours) per week, during the semesters in which Medical Record Science is taught, either in the one-year or two-year programs, and that during the last one or two semesters, this time be increased, as necessary to make a total provision for 500-600 hours of laboratory and directed practice experience in all during the one-year program or the two-year AA or AAS program.

Planning could be on the basis of credit assignment as follows:
Laboratory work - 30 clock hours (2 clock hours per week) for one semester credit, and Directed Practice - 60 clock hours for one semester credit.

8. MAJOR CONSIDERATIONS:

1. Courses in Medical Record Science should be taught by Registered Medical Record Librarians.

2. Planning and coordination of an effective program of directed practice experience with directors of affiliated hospital medical record departments should be the responsibility of the medical record librarian program director.

3. Continuous evaluation of the effectiveness of directed practice experience as well as the acceptability of the sites should be carried out by the program director.

4. Continuous evaluation of the technical and non-technical curricula should be carried out by the Director of the Program and the responsible college curriculum committees.

5. A joint Program Advisory Committee composed of representatives of the college and affiliated hospitals is recommended.

9. SUGGESTIONS FOR PLANNING:

1. The entire MRT program, lecture, laboratory and directed practice experience should be planned to fall within regular school sessions, semesters, quarters, or summer sessions.

2. Academic credit should be arranged for laboratory and directed practice experience.

3. Summer sessions may be utilized for directed practice experience when necessary. However, if AA Program is carefully planned, there should be no need to use two summer sessions for directed practice.

4. The curriculum should be planned to include those liberal arts and science credits which would transfer to four-year medical record science programs, if student wished to continue study toward a baccalaureate degree.

5. Some of the clock hours allocated for activities in the instructional program listed for directed practice experience may be carried out in a college classroom or laboratory situation, when appropriate - (medical transcription practice, discharge procedures, coding and indexing, etc.)

Theoretically, the Junior College Program should provide a terminal course in Medical Record Technology for one who wishes immediate employment in a medical record department of a hospital or clinic (under the supervision of a medical record librarian) and who does not wish to go on for a baccalaureate degree. However, in planning the program, the General Education courses should be those that would transfer to an institution offering a four-year program in Medical Record Science, in the event the student wished later on to continue studies leading to a degree in Medical Record Science.

Transferrability and acceptability of a part of the technical course content would depend upon the regulations and policies of the institutions involved.

Approved, Education & Registration Committee
March, 1966

MEDICAL RECORD TECHNOLOGY PROGRAM
TWO-YEAR VOCATIONAL COURSE
FULLERTON JUNIOR COLLEGE
FULLERTON, CALIFORNIA

MAJOR: Medical Record Technician

PRE-REQUISITES: Graduation from high school; Biology and general Mathematics background.

Prepares for employment as a medical record technician in medical record departments of public and private hospitals, clinics, public health departments. Open to men and women. A two-year program leading to the A. A. Degree. Graduates are eligible to take the National Accreditation Examination given by the American Association of Medical Record Librarians, for designation ART (accredited record technician).

FRESHMAN YEAR

First Semester		Second Semester	
Physical Education	½ cr.	Physical Education	½ cr.
Medical Record Science 75A	3 cr.	Medical Record Science 75B	3 cr.
Typing 3A	3 cr.	Typing 3B	3 cr.
Medical Terminology 65A	3 cr.	Anatomy and Physiology 16	5 cr.
English 1A	3 cr.	History 27	3 cr.
Personal Health	2 cr.	Elective*	3 cr.
Careers in Life Science	½ cr.		
American Government Survey 5	2 cr.		
	17 cr.		17½ cr.

*English encouraged.

SOPHOMORE YEAR

Third Semester		Fourth Semester	
Physical Education	½ cr.	Physical Education	½ cr.
Machine Transcription (Medical) 65	2 cr.	Psychology 3	3 cr.
Elective	3 cr.	Elective	3 cr.
Cooperative Medical Record Training 78A*	10 cr.	Cooperative Medical Record Training 78B*	10 cr.
	15½ cr.		16½ cr.

*19 hours per week - 1 campus session once a month.

RECOMMENDED ELECTIVES: Medical Terminology 65B
Introduction to Data Processing 2

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EAST LOS ANGELES COLLEGE
LOS ANGELES, CALIFORNIA

MEDICAL RECORD TECHNICIAN
Occupational Curriculum

FIRST YEAR

Alpha Semester	Units	Beta Semester	Units
Anatomy I	3	Biology 33	3
English I or 28	3	Medical Record Science 3	2
Health II	3	Medical Record Science 4	3
Medical Record Science I	2	Microbiology 6	2
Medical Record Science 2	1	Physiology I	3
Medical Record Science 6	1	Physical Education	½
Secretarial Science I or 2	2	Elective	2
Physical Education	½		
	15½		15½

SUMMER SESSION

	Units
Medical Record Science 20	5

SECOND YEAR

Gamma Semester	Units	Delta Semester	Units
Medical Record Science 20	5	History 14	3
Political Science I	3	Medical Record Science 20	5
Psychology I or 6	3	Speech I	3
Secretarial Science 32	3	*Electives	4
*Elective	2	Physical Education	½
Physical Education	½		
	16½		15½

*Recommended electives include Psychology 3 and Management 31

ST. MARY'S JUNIOR COLLEGE
MINNEAPOLIS, MINNESOTA

MEDICAL RECORD TECHNICIAN PROGRAM

FRESHMAN YEAR

Fall		Winter		Spring	
Anatomy & Physiology	3	Anatomy & Physiology	3	Medical Legal Relationships	3
Health Concepts	3	Medical Record Science	6	Man in Society	3
English	3	Medical Machine Transcription	3	Religion	3
Medical Terminology	3	English	3	Medical Record Science	6
Medical Record Science (includes 1 credit typewriting)	4				

SOPHOMORE YEAR

Fall		Winter		Spring	
Humanities	3	Humanities	3	Humanities	3
Moral Theology	3	Religion	3	Elective	3
General Psychology	3	Elective	3	Elective	3
Medical Record Science	6	Medical Record Science	6	Medical Record Science	6

NOTE: General Education core curriculum: 39 credits
Program required courses: 43 credits

Electives: 8 credits

Graduation requirement: 90 quarter credits

Laboratory hours - 2 clock hours = 1 quarter credit
Directed practice - 4 clock hours = 1 quarter credit

Hospital affiliation with accredited hospitals, where students may obtain practice on the job, under the competent supervision of registered medical record librarians, is essential to the medical record technician program.

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